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Space Administration

**John C. Stennis Space Center**  
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**SPG 1382.1 Rev. G**  
**September 2003**

## **John C. Stennis Space Center**

### **Freedom of Information**

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## **PREFACE**

### **P.1 PURPOSE**

This SPG implements the established policies, procedures and restrictions in providing information requested by public of government personnel when requested in accordance with the "Freedom of Information Act (FOIA)."

### **P.2 APPLICABILITY**

This instruction is applicable to all NASA John C. Stennis Space Center (SSC) personnel.

### **P.3 AUTHORITY**

- a. 14 CFR, Part 1206, "Availability of Agency Records to Members of the Public."
- b. 5 U.S.C., Section 552, as amended, Freedom of Information Act (FOIA)

### **P.4 REFERENCES**

- a. NPG 1490.5, NASA Procedural Guidelines for Printing, Duplicating, and Copying Management Standards.
- b. NPG 1620.1, Security Procedures and Guidelines.
- c. NPG 2200.2, Guidelines for Documentation, Approval, and Dissemination of NASA STI.
- d. NPG 2210.1, External Release of NASA Software.

### **P.5 CANCELLATION**

SPG 1382.1F, Dated December 5, 1996

Signature on file

Michael U. Rudolphi  
Interim Director

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## CHAPTER 1. GENERAL

### 1.1 Disclosure of Information

The FOIA establishes a positive and continuing obligation for NASA to make available to the fullest extent practicable all agency records under its jurisdiction upon request of the public. NASA regulations provide guidelines regarding the extent to which records may be exempt from disclosure as contained in 14 CFR 1206.300.

### 1.2 Information Centers

a. NASA has established a Headquarters Information Center in Washington, DC, and Field Information Centers at NASA installations. FOIA Manager's office at SSC is established as the SSC Field Information Center. Field Information Centers are an augmenting information resource to receive and fill public requests not normally and routinely handled by other established information resources (as stated below 1.2 b). The Field Information Center at SSC will be open to the public during all regular workdays from 8:30 a.m. to 4:00 p.m. reliant on the SSC Site security level in affect at the Center.

b. Offices for Government and Community Relations, Technology Development and Transfer, Acquisition Management, Education, and others will continue to furnish information and handout material in accordance with the established NASA education, public inquiries, technology transfer, and similar programs. However, in the event that a request is received for information not available from one of these sources or the request is for the type of information not routinely released by one of these sources, the request will be immediately forwarded to the FOIA Manager.

### 1.3 Release of Information and Review of Requests

a. The Office of External Affairs and the Acquisition Management office furnish information and hand out material in accordance with the established SSC procedures for educational, public affairs, and other similar programs. However, in the event that a request is received for information not available form one of these sources, or the request is for the type of information not routinely released by one of these sources, the request will be immediately forwarded to the FOIA Officer for consideration and initial determination for release.

b. All mail received at SSC addressed to the "NASA Freedom of Information Center" or "NASA Information Center" requesting documents that are on file at SSC will be immediately forwarded to the NASA/SSC FOIA Officer for review.

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## 1.4 Excluded Materials

Copies of information published in the Federal Register or those publications available for purchase from the Superintendent of Documents, the National Technical Information Service (Department of Commerce), or other readily available sources will not be reproduced by SSC.

## 1.5 Definitions

a. Agency Records, or Records: The term “agency records” or “records” as used in this instruction includes all books, papers, maps, photographs, or other documentary materials, regardless of physical form or, characteristics, made or received by NASA/SSC in pursuance of federal law, or in connection with the transaction of public business and preserved by NASA/SSC as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities, or because of the information data contained therein. It does not include tangible objects or articles such as structures, furniture, paintings, sculptures, exhibits, models, vehicles or equipment; library or museum material made or acquired and preserved solely for reference or exhibition purpose: or records of another agency, copies of which may be in NASA’s possession.

b. Initial Determination: The term “Initial Determination” means a decision by the SSC FOIA Officer, in response to a request by a member of the public for an agency record on whether the record described in the request can be identified and located after a reasonable search and, if so, whether the record (or portions thereof) will be made available or will be withheld from disclosure.

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## CHAPTER 2. RESPONSIBILITIES

### 2.1 FOIA Officer

- a. The FOIA Officer is responsible for release of information and agency records and making initial determinations of releasability as required under the FOIA.
- b. The FOIA Officer is responsible for the overall coordination of the SSC program for release of information and agency records and providing information required to support the NASA annual report.

### 2.2 Chief Counsel

The Chief Counsel is responsible for interpretation of the requirements of the Act (5 U.S.C. 552, as amended).

### 2.3 SSC Organizations

All NASA/SSC organizational elements are responsible for immediate referral of any requests received from members of the public for release of records under the provisions of the FOIA to the FOIA Officer for necessary response. In no event will any organization attempt to reply to a request under the FOIA except as prescribed in this instruction.

### 2.4 SSC Security Office

The SSC Security Office will be responsible for badging any member of the public wishing to visit the NASA SSC Information Center.

### 2.5 SSC Information Center

The NASA Information Center, SSC, will make available for inspection, as a minimum, copies of those documents listed in 14 CFR 1206.402 and accept requests for records from the public and forward them immediately to the FOIA Officer for processing.

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## CHAPTER 3. PROCEDURES

### 3.1 Request Review and Completion

The FOIA Officer will review all requests for records and take the following actions, as appropriate:

1. For requests for records which require initial determinations, or which are considered questionable with regard to exemption from release, prepare an initial determination. These requests must be filled or denied (subject to appeal) within ten working days.
2. For requests for records which have previously been determined releasable in full by the FOIA Officer, no further determination is required and requested copies of records will be provided within ten working days. This information will be transmitted by a cover letter signed by the FOIA Officer or the Chief Counsel.
3. For requests for records on which an initial determination was to withhold all or portions of the requested records, the FOIA Officer prior to release or denial of the requested records must make a written determination. Determination will be made within ten working days, as prescribed in item 1.
4. Direct requesters to forward established fees for services furnished to the NASA/SSC Financial Management Office. A sequential control number will be assigned to each request handled.

### 3.2 Referral of Policy and Procedural Matters

The FOIA Officer will make initial determinations on requests requiring SSC action and expeditiously refer to the NASA Administrator for consideration those matters concerning implementation of policies and procedures (14 CFR 1206.500).